

**City of Milpitas
Senior Center Facilities Subcommittee
City Hall Committee Conference Room**

**Meeting Notes
Monday, May 1, 2006**

UNAPPROVED MEETING MINUTES

1. Flag Salute Mayor Esteves led the Committee in the Pledge of Allegiance.

2. Call to Order Mayor Esteves called the meeting to order at 6:00 p.m.

Attendance:

<i>City Council:</i>	Mayor Jose Esteves; Councilmember Debbie Giordano
<i>Staff:</i>	Bonnie Greiner; Jennifer Tagalog
<i>Consultant:</i>	Gail Seeds, GSS Consulting

1. Citizens Forum (remarks limit to 3 minutes):

- None

4. Announcements:

- None

5. Approval of Agenda:

- The Committee approved the agenda. Council member Giordano questioned if it was necessary to meet on a monthly basis and if a meeting in June would be needed (June 5th). Bonnie Greiner, Recreation Manager explained that staff would provide an update on the consultant selection process. It was determined that the subcommittee would meet on an as needed basis.

Approval of Minutes:

- Mayor Esteves approved the minutes. Council member Giordano abstained from the approval due to her absence at the previous meeting.

7. Civic Senior Center, Project 8176

Gail Seeds, GSS Consulting, reviewed Project 8176 as follows:

RFP Process and Schedule:

Issue RFP and conduct pre-proposal meetings: April 2006

Proposal packages due: May 2006

Complete interviews, present qualifications to Subcommittee: June 2006 or when selected

Council approval of agreement: next available Council meeting
Complete bid documents: Summer 2008

Project Specific Proposal Elements were discussed.

RFP Response:

Representatives from 16 architectural firms & 8 sub consultants attended pre-proposal conferences.

6 proposals were received, from Field Paoli; Gould Evans K2A; Kodama Diseno; Noll & Tam; & Sasaki Associates

Council member Giordano asked what criteria is staff looking for to target for this project. Bonnie Greiner, Recreation Services Manager, explained that staff was looking for a firm to work within the allotted budget with creative ideas, programming experience and firms that have worked on similar renovations with Senior Center or related community facility experience.

Mayor Esteves, questioned if six firms were a sufficient amount to select from. Gail Seeds, Project Manager, explained that some firms may have not been interested due to other commitments and the size of the project. She reported that staff was pleased that some well-known firms have submitted proposals and felt comfortable with the quantity of proposals received.

Consultant Selection, Next Steps were as follows:

- Review proposal documents
- Develop short list; conduct interviews with short-listed firms
- Identify top firm(s)
- Top firms present qualifications to Subcommittee as needed (example: if there are 2 or more closely-ranked top firms, Subcommittee consultant review & recommendation would be requested).
- Consultant selection recommendation is forwarded to Council.

Deleted:

Gail reviewed the organization of the team:

The Mayor asked whom he should contact regarding problems or accountability on the project. Gail Seeds explained that Greg Armendariz would handle those types of issues and be responsible for the overall project.

The proposed team organization includes:

Senior Center Core Project Team

- Provides day-to-day project management, project oversight, & reporting
- Provides information & feedback to consultant
- Staff liaison to Commission, Subcommittee, and Council: Recreation Services Manager.

Project Team Technical Support

- Provides technical input on specialized aspects
- Ongoing involvement by City departments & divisions

Senior Advisory Commission

- Hears periodic updates
- Advises City Council on senior needs/services

Senior Facilities Subcommittee

- Provides guidance and direction for project
- Recommends actions to City Council/RDA Board

City Council/RDA Board

- Reviews each phase, approves program & design, authorizes bidding

Council member Giordano questioned when there would be input from Senior Advisory Commission and the Community. Gail Seeds, Project Manager, explained that part of the programming process would include community outreach with elements such as core user group meetings, visits to other Senior Centers, and questionnaires and that the process would include the Senior Advisory Commission, seniors, City Staff and the community.

Mayor Esteves and Council member Giordano requested that they conduct their own site visits to other Senior Centers due to busy schedules. Staff will provide addresses, locations and hours of two Senior Centers for them to visit.

Mayor Esteves questioned the amount of monies that were designed to upgrades, consultants, sub-contractors, etc. Gail Seeds, Project Manager, explained that the allocation of the budget had not been determined. This is something that would be identified after the architect is on board and the condition of the building has been assessed.

Gail Seeds also reviewed the Library & Senior Center Project Design preliminary schedule.

8. Set Next Meeting Date: TBD

The next Senior Center Facilities Subcommittee meeting will be scheduled as needed.

9. Adjournment

- Adjournment: 6:32 pm.